

## **Criminal Background Check Requirement for New Real Estate License Applicants**

### **Summary of Practical Methods for Effective Implementation of HB 2295, Effective July 1, 2007**

K.S.A. 58-3039(b)(1) now requires an applicant for an original real estate license to be fingerprinted and submit to a fingerprint-based state and national criminal history record check. The Kansas Real Estate Commission (KREC) will submit the fingerprints to the Kansas Bureau of Investigation (KBI) and the Federal Bureau of Investigation (FBI) to determine whether the applicant has a record of criminal history in the state of Kansas or other jurisdictions. K.S.A. 58-3039(b)(3) gives KREC the authority to fix and collect a fee in the amount of \$54.00 for the actual cost of the KBI and FBI background checks and a processing charge for KREC's administrative costs in the amount of \$10.00. The total fee of **\$64.00** is to be paid by money order or cashier's check and made payable to **KREC**.

Fingerprint cards can be obtained from the real estate schools that are registered providers of pre-license courses, the Kansas Practice Course and the Kansas Law Course, at the Promissor licensure examination sites, or by emailing [brooke.daniels@krec.state.ks.us](mailto:brooke.daniels@krec.state.ks.us) and requesting the fingerprint packet. (Please provide name, address and telephone number in the email). An authorized entity must take the fingerprints of the applicant. The applicant may go to a local police department, county sheriff's office or the Topeka KBI office to be fingerprinted. An appointment may be necessary and a fee may be required. The completed fingerprint card, the \$64.00 fee and this waiver must be submitted directly to the KREC, Three Townsite Plaza, 120 SE 6<sup>th</sup> Ave, Ste 200, Topeka, KS 66603 before your fingerprints will be submitted to the KBI and FBI for a criminal history check.

### **KANSAS REAL ESTATE COMMISSION WAIVER**

#### **For Completing Criminal History Background Checks**

**PLEASE TYPE OR PRINT LEGIBLY:**

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NAME (Last, first, middle, Jr., Sr., Etc)

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ALL OTHER NAMES USED (Include maiden name)

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STREET ADDRESS

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P. O. BOX

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CITY

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STATE

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ZIP CODE

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COUNTY

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PHONE NUMBER (Home)

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PHONE NUMBER (Work)

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CELL PHONE NUMBER

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E-MAIL ADDRESS

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FAX

---

GENDER – Male or Female

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\*SOCIAL SECURITY NUMBER

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DATE OF BIRTH

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LAW ENFORCEMENT AGENCY or AUTHORIZED ENTITY WHERE FINGERPRINTED (Name, Address, City/State)

I hereby give permission for the Kansas Real Estate Commission to conduct a Kansas criminal history background check with the Kansas Bureau of Investigation (KBI) and a national check through the Federal Bureau of Investigation (FBI). Any information maintained by the KBI and/or the FBI may be released as allowed by law.

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Signature of Applicant

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Date

*\*Social Security Number is requested pursuant to K.S.A. 2002 74-148, and amendments thereto. Pursuant to K.S.A. 74-139, Social Security number will be provided to the Kansas director of taxation upon the director's request.*

<b>KANSAS REAL ESTATE COMMISSION, 3 TOWNSITE PLAZA STE 200, 120 SE 6<sup>TH</sup> AVE, TOPEKA KS 66603-3511</b>		
<b>PHONE 785-296-3411</b>	<b>FAX 785-296-1771</b>	<b><u><a href="http://www.kansas.gov/krec">www.kansas.gov/krec</a></u></b>